



**UNCLASSIFIED APPOINTMENT  
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

<b>POSTING NUMBER:</b>	HR-0090	<b>ISSUE DATE:</b>	May 30, 2014
<b>TITLE:</b>	Administrative Analyst 1	<b>CLOSING DATE:</b>	June 14, 2014
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	R29: \$72,974.73 - \$104,070.18
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	1		

**DESCRIPTION OF MAJOR DUTIES:**

Under supervision of a supervisory official in the Sandy Recovery Division (SRD), performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current division administrative procedures, organization, performance, and prepares recommendations for changes and/or revision therein; does other related duties as required.

The duties and responsibilities of this position include but are not limited to: collaboration with management and program leadership on staffing plans and organizational structure; partner with contracted staffing firms on recruitment needs; coordinate on-boarding and off-boarding of SRD staff; maintain the SRD Table of Organization, ensure time entry by associates is accurate and management verification is received prior to payroll being approved. This position will also collaborate with management on developing, communicating and enforcing program standards and process improvements, including SRD personnel related policies and procedures. This position will be expected to visit the Housing Recovery Centers regularly to provide a consistent presence, provide technical advice to employees and management as well as provide recommendations to upper management regarding hiring, firing, promoting, or disciplining.

**REQUIREMENTS:**

**EDUCATION:**  
Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**  
Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master’s degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**PREFERRED QUALIFICATIONS:**  
Consideration will be given to candidates who have a background in human resources. Candidates should be focused, goal and detail oriented, have the ability to work independently, have strong communication, organization, time management and analytical skills. The candidate should be able to thrive in a fast paced environment and possess a working knowledge of Microsoft Office.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0090  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*